MD 57164A

STANDARD MISSILE
JOINT CONTINUOUS ACQUISITION AND
LIFE-CYCLE SUPPORT/
INTEGRATED DATA MANAGEMENT SYSTEM

BUSINESS OPERATIONS PLAN

26 January 1997

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3 JANUARY 1997

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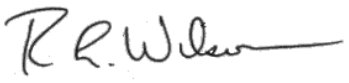

26 JAN 97

CAPTAIN ROBERT L. WILSON
STANDARD MISSILE PROJECT MANAGER
PEO(TAD) PMS422

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STANDARD Missile Joint Continuous Acquisition and Life-Cycle Support/Integrated Data Management System (JCALS/IDMS)

Business Operations Plan

1. INTRODUCTION

1.1 JCALS/IDMS was developed by the Naval Surface Warfare Center, Port Hueneme Division (PHD NSWC). The system provides timely, authorized access to accurate, current data anywhere in the system regardless of where it is stored, how it is formatted or how it is accessed. The system also provides electronic distribution of documentation via NEWNET (or other networks or means such as a modem) and the capability for posting and tracking review comments. Primary advantages include a single source for immediate access to the latest documents by all authorized users, positive control and tracking of Contract Data Requirement List (CDRL) deliverables, and the ability to interface with the latest Navy drawing system, Joint Electronic Data Management and Information Control System(JEDMICS). The system uses Commercial Off-The-Shelf (COTS) software with desktop Personal Computers (PCs).

1.2 JCALS/IDMS is the STANDARD Missile counterpart system to the Contractor Integrated Technical Information Service (CITIS). JCALS/IDMS operates in conjunction with an individual Contractor’s CITIS. It provides a single Government system for receipt and work-flow management of electronic STANDARD Missile documentation received from both Government and Contractor activities.

2. SCOPE

2.1 The release of MD 57164, Business Operations Plan (BOP), provided guidelines for the interim (until JCALS/IDMS official stand-up) processing and distribution of Contract Data Requirement List (CDRL) and Contract Line Item Number (CLIN) deliverables identified in STANDARD Missile Company (SMCo) contracts.

2.1.1 Revision A to MD 57164 revises the document to reflect the policies and guidelines necessary for the stand-up of the JCALS/IDMS Beta Baseline which is intended to evaluate an operational system under limited workloading.

2.1.2 The Beta Baseline will be limited to the following SMCo contracts which currently specify use of JCALS/IDMS for submitting electronic deliverables and inclusive of Technical Instructions (TIs) and contract modifications.

N00024-95-C-5324	LOE - FY95 ENGINEERING AND TECH SERVICES
N00024-96-C-5301	LOE - RDT&E,N PROCUREMENT
N00024-96-C-5302	FY95-96 SM-2 BLK IIIB KITS/UPGRADES PROCUREMENT
N00024-96-C-5304	FY95 SM-2 BLK IIIA AUR
N00024-96-C-5308	LOE - DLMF PROCUREMENT
N00024-96-C-5336	FY96-97 SM-1 BLK VIB ORDALT RETROFIT KITS
N00024-96-C-5337	FY95-97 SM-2 BLK IV PROCUREMENT
N00024-96-C-5341	LOE SM-2 BLK IVA COMPLETION

2.1.3 JCALS/IDMS will integrate all new SMCo contracts as they are awarded. Existing contracts that are identified for a modification (to submit deliverables to JCALS/IDMS) and newly awarded contracts for other STANDARD Missile Contractors will be systematically integrated into the system as scheduled by the JCALS/IDMS Working Integrated Process Team (WIPT) following the Beta period.

2.1.4 The Beta Baseline will operate for a period of six (6) months. During the fifteen (15) days prior to the end of that period, the system’s functionality will be formally evaluated. With the concurrence of the JCALS/IDMS WIPT, the system will fully stand-up at the end of that period.

2.2 The existing paper trail of contract deliverables and contract maintenance that is currently performed by a Program Executive Office, Theater Air Defense [PEO(TAD)] PMS422 contract support activity will continue to operate through the Beta Period. By the end of the Beta Period, all contract maintenance will be performed electronically using the JCALS/IDMS system.

2.3 JCALS/IDMS will process only unclassified documents. Distribution of classified documents, CDRLs, tracking of review comments to classified documents and any related processing requirements will be handled by the applicable Government or Contractor activity, following current security guidelines and the contract. Methodologies for electronic distribution of classified data have not been established, and until such time, classified material shall be delivered through approved means using guidance such as DoD 5520.22-M, Industrial Security Manual for Safeguarding Classified Information.

3. LIST OF ACRONYMS

BOP	Business Operations Plan
CDRL	Contract Data Requirement List
CITIS	Contractor Integrated Technical Information Service
CLIN	Contract Line Item Number
COTS	Commercial Off-The-Shelf
DoD	Department of Defense
FDM	Facility Data Manager
IAW	In Accordance With
IDMS	Integrated Data Management System
JCALS	Joint Continuous Acquisition and Life-Cycle Support
JEDMICS	Joint Electronic Data Management and Information Control System
PC	Personal Computer
PDF	Portable Document Format
PEO(TAD)	Program Executive Office, Theater Air Defense
PHD NSWC	Port Hueneme Division, Naval Surface Warfare Center
POC	Point of Contact
SMCo	STANDARD Missile Company
SMDM	STANDARD Missile Data Manager
TI	Technical Instruction
WIPT	Working Integrated Process Team

4. REFERENCE DOCUMENTS

(a) MD 57165, JCALS/IDMS User Guide

(b) MD 57168, JCALS/IDMS Functional Baseline

(c) MD 57182, JCALS/IDMS Installation Guide

(d) MD 57183, JCALS/IDMS Trouble Shooting Guide

5. PC SYSTEM REQUIREMENTS

5.1 PC system requirements for installing JCALS/IDMS are identified in MD 57168.

5.2 PHD NSWC will provide and install Adobe Acrobat and Interleaf Worldview software during the initial installation of JCALS/IDMS. PHD NSWC recommends that users update this freeware when new versions become available. After initial

installation, newly released upgrades to JCALS/IDMS software will be downloadable upon log-on to the system. A CD ROM will be required and sent to those activities accessing the JCALS/IDMS via their local network.

6. JCALS/IDMS USER GUIDE AND TRAINING

6.1 PHD NSWC will provide all approved users (those with password access to JCALS/IDMS) with a copy of the JCALS/IDMS User Guide, MD 57165, prior to or at the time of installation or training. MD 57165 walks the user through the basic features and screens of the JCALS/IDMS system.

6.2 PHD NSWC will schedule training for new JCALS/IDMS approved users at a mutually agreeable time, following successful installation of the system on their local PCs. Other training sessions will be scheduled as directed by the Missile Systems JCALS/IDMS Program Manager or the WIPT.

7. JCALS/IDMS USER FUNCTIONS

7.1 Contract Data Function

7.1.1 Provides approved user access to JCALS/IDMS designated contracts, contract modifications, TIs, CDRL deliverables, and CLIN deliverables. Authorization rights to view and/or print specific documents are controlled by the established user and document security levels. Approved user selected items are read-only and may be viewed and/or printed, but not modified.

7.1.2 Provides user access to status information pertaining to current delivered documents and their delivery date. Users can print, view or download electronic copies of status reports.

7.2 Document Submit Function

7.2.1 The following chart shows a general overview of the Document Submit Function and Document Security Level process (See Figure 1.).

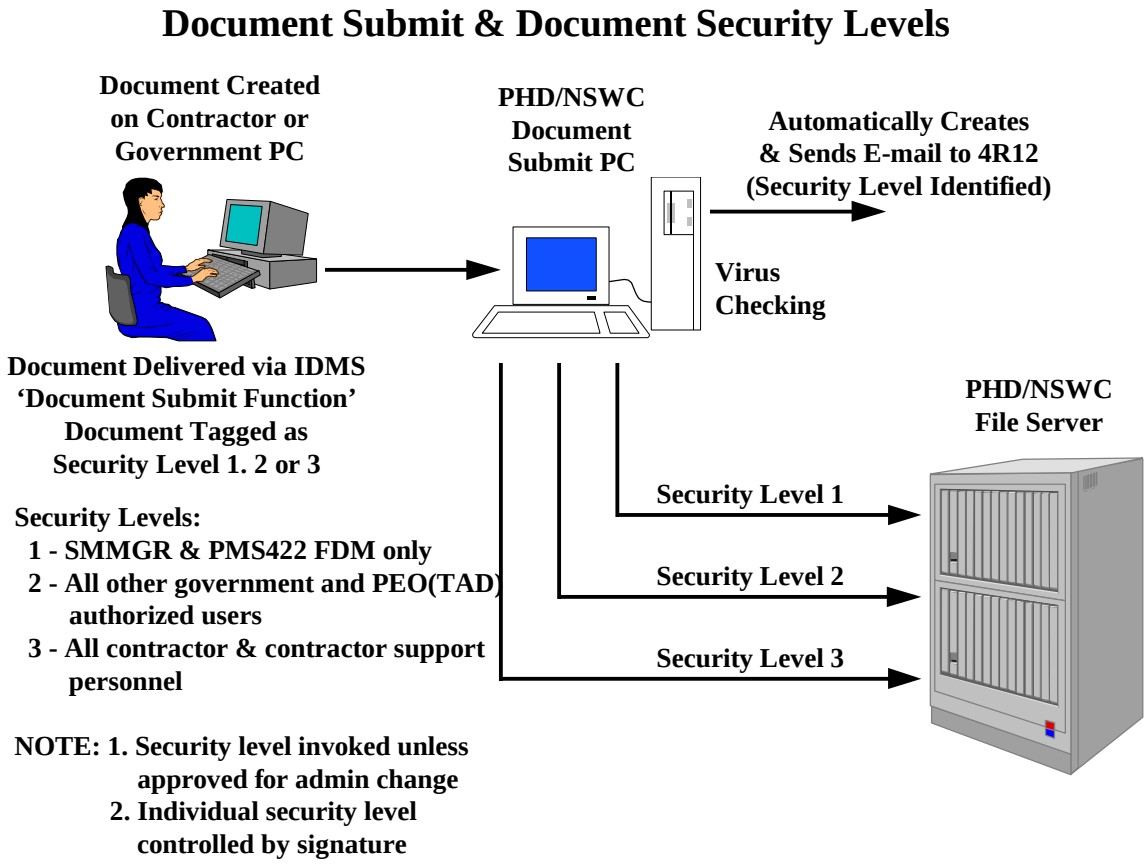

Figure 1.

7.2.2 The Contractor will submit an electronic copy of contract required CDRL and CLIN deliverables using the document submit screen. All other users will submit any documentation via the document library. The security level of the deliverable must be identified at the time of submittal (See Section 9.3). A copy of the contract deliverable will be placed in the STANDARD Missile Document Library during the submittal process.

7.2.2.1 All electronic deliverables submitted to JCALS/IDMS are assumed to be a copy of the approved (signed) original even in the absence of an electronic signature page.

7.2.3 Identification of all submitted CDRL and CLIN deliverables to JCALS/IDMS shall follow the guidelines of Section 7.2.9.

7.2.4 All deliverables will be virus checked by the originator prior to submittal. If a virus is detected during the submit process, the submit process will terminate and a notification provided that a virus was detected.

7.2.5 All deliverables will be assigned a security level as identified in Section 9.3 (See Figure 1.).

7.2.6 The following describe default locations for CDRL and CLIN deliverables. Established security levels are maintained throughout the document submit process.

(a) Active Contracts and CDRLs

(b) JCALS/IDMS Workflow

(c) STANDARD Missile Document Library

7.2.7 Submittals to JCALS/IDMS, which are not CDRL and CLIN deliverables, are submitted only via the STANDARD Missile Document Library (See Section 7.4).

7.2.8 During the Deliverable Submit process, the approved user must enter an identifier in the Comments Box on the Document Submit Screen using the naming convention explained below.

7.2.9 STANDARD Missile CDRL and CLIN Naming Convention

7.2.9.1 The Contractor will make all submittals using the following naming convention to identify specific deliverables and their source within JCALS/IDMS. An identifier will be listed in the “Comments Box” for each deliverable submitted. The following example and sub-paragraphs explain each of the sections in the naming convention and how they should be labeled. Each section must be filled in but not all spaces need to be used.

SM-965302-A004.0-MAR-1/1

7.2.9.1.1 The first set of up to four characters designates the program submitting the document.

__SM-_____-_____-_____-_____

Examples: SM = STANDARD Missile

7.2.9.1.2 The second set of six characters designates the specific contract for the submittal.

____-965302-_____-_____-_____

The number 965302 represents contract number N00024-96-C-5302 with the first two characters indicating the year of the contract. When a submittal applies to more than one

contract, the naming convention must be repeated in the “Comments Box” for each contract.

7.2.9.1.3 The third set of six characters designates the CDRL or CLIN Number with its applicable revision level. A CLIN deliverable is identified with an ‘X’ before the decimal (008X.0) to track in the same manner as a CDRL. Examples are as follows:

(a) ____-_____-A004.0-_____-_____ for the initial submittal of CDRL A004 deliverable

(b) ____-_____-A004.A-_____-_____ for the submittal of Revision A to CDRL A004

(c) ____-_____-008X.0-_____-_____ for the initial release of CLIN 008

7.2.9.1.4 The fourth set of up to seven characters designates the period-of-performance covered by the deliverable. Examples are as follows:

(a) ____-_____-_____-JAN/APR-_____ indicates January through April period-of-performance

(b) ____-_____-_____-____MAR-_____ indicates the March period-of-performance

7.2.9.1.5 The final set of up to five characters indicates the sequence number and the total number of files that make up the submittal (normally 1/1).

____-_____-_____-_____-__1/3 indicates part 1 of three parts.

7.2.9.2 File characteristics, size and format of CDRL and CLIN Deliverables.

7.2.9.2.1 A deliverable submitted to JCALS/IDMS shall be capable of being opened by a single file. Multiple files of text, figures, tables, graphs, spreadsheets, etc., shall be integrated (merged/pasted) into a single MS Word file before submittal. Specific individual exceptions to this requirement must be approved (via e-mail) by the STANDARD Missile Data Manager (SMDM) or, in his/her absence, the STANDARD Missile JCALS/IDMS Program Manager. Without this prior approval, the person submitting the document will be notified (via e-mail) to re-submit the deliverable as a single file and a new receipt date will be recorded. If a

single file exceeds 5 MB, it shall be submitted in 5 MB segments.

7.2.9.2.2 The format for all text, charts and graphs submitted electronically to JCALS/IDMS shall use MS Word, MS Excel, MS PowerPoint, MS Access, MS Project and other mutually agreed upon software products, such as Adobe Acrobat’s Portable Document Format (PDF).

7.3 Work Flow Functions

7.3.1 The following is a general view of the overall Deliverable Process Flow. The chart describes submittal, routing, returning comments, and forwarding comments for adjudication (See Figure 2.).

Deliverables Process Flow

WORKFLOW

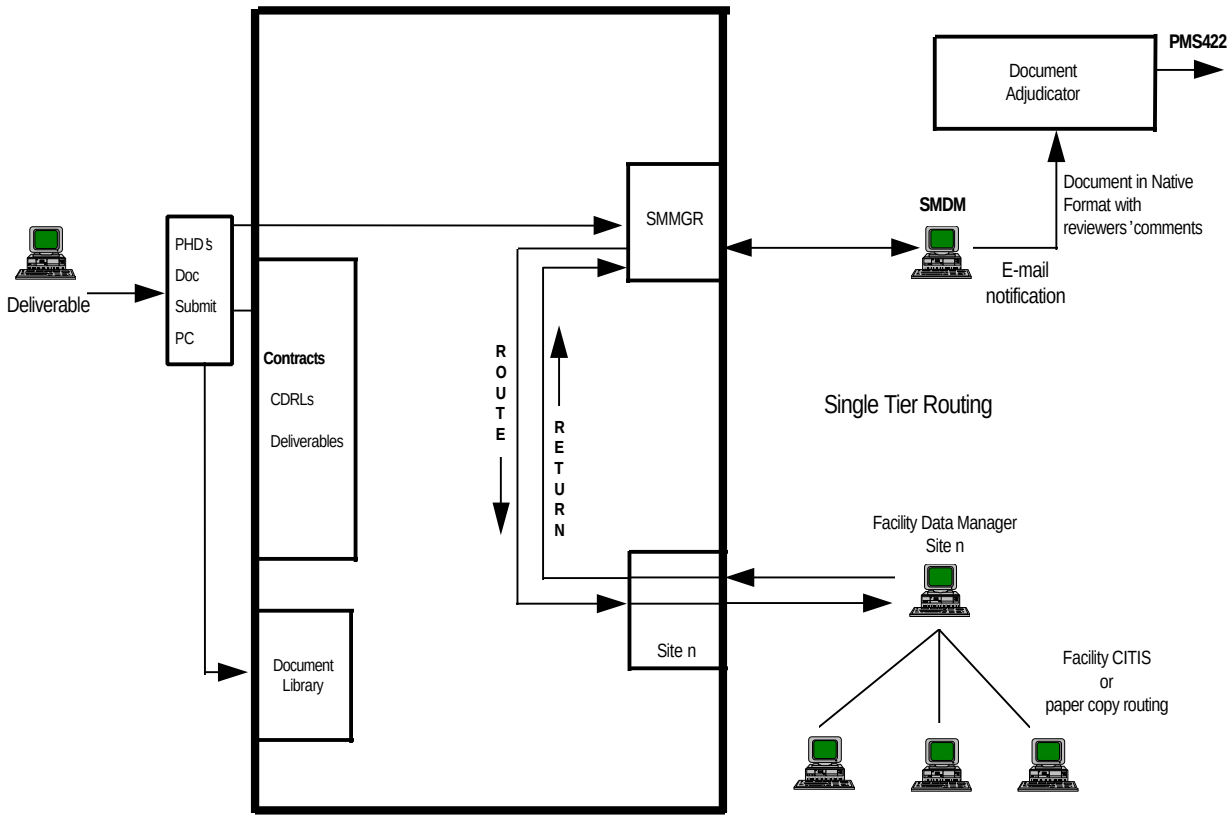

Figure 2.

7.3.2 The following describes the process that the STANDARD Missile community will follow when routing and commenting on CDRL and CLIN deliverables (See Figure 3.).

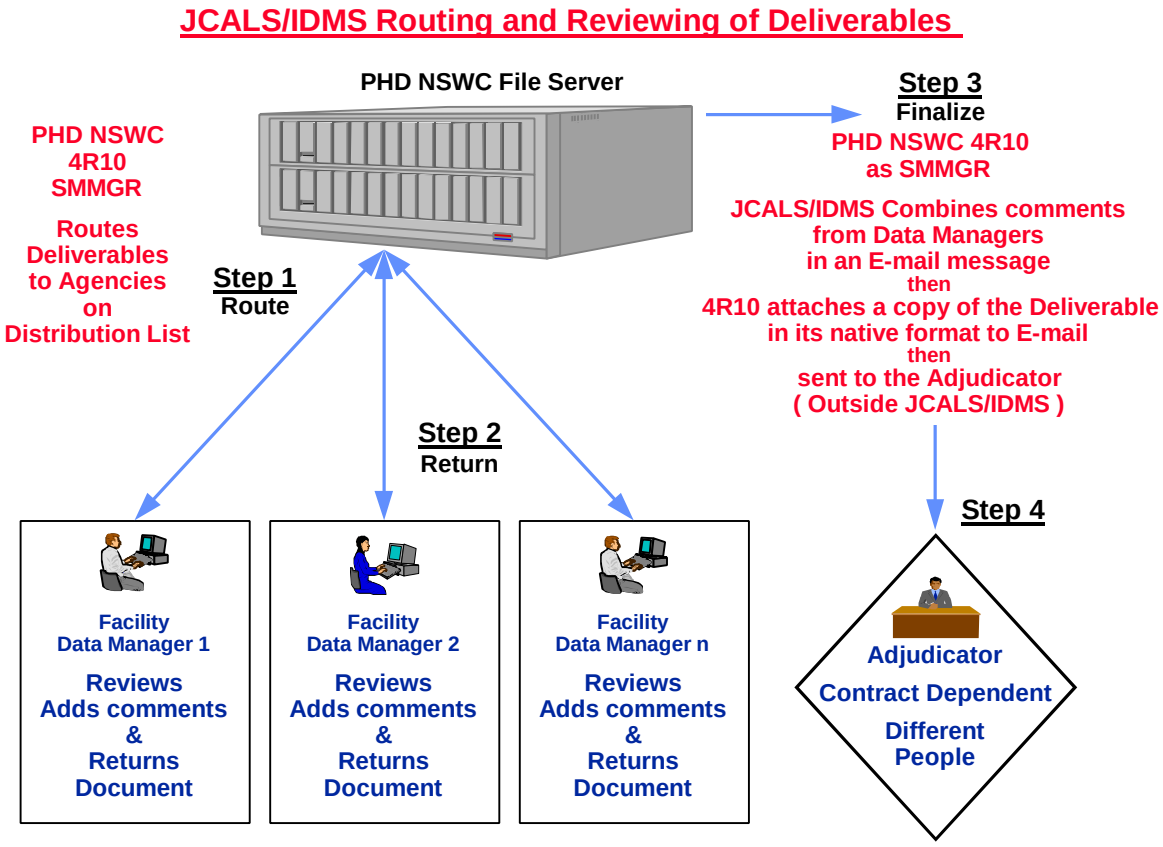

Figure 3.

7.3.3 The JCALS/IDMS Workflow Function is used by the SMDM to distribute or route deliverables to the JCALS/IDMS Facility Data Managers (FDMs) at activities required by the distribution list associated with the specific submittal. After the applicable FDMs have been identified for distribution, the JCALS/IDMS system will automatically create and send an e-mail message informing them that the deliverable is in the system. If they are required to review and comment, a date to return comments will be identified.

7.3.4 The JCALS/IDMS Workflow Function is used by the FDM to review, comment, approve and/or disapprove, and return documents. A disapproved document requires a comment on why it is disapproved.

7.3.4.1 Routing will be “single level”. This means that the FDM cannot re-route a document to other people via the JCALS/IDMS system. The FDM can only return the document, with or without comments, to the SMDM. The FDM will be able to print or download an electronic copy of the deliverable from the Document Library, if desired, for additional internal routing.

7.3.4.2 The FDM will use his/her own routing system/CITIS to request and consolidate local review comments into a single response on the original JCALS/IDMS Work Flow document and then return to the SMDM.

7.3.4.3 The Document Library copy of these deliverables will be read-only to prevent modification.

7.3.5 The JCALS/IDMS Workflow Function is used by the SMDM to track the receipt of comments from the FDMs and route them to the document adjudicator for consolidation and preparation of a formal letter for PMS422 approval or disapproval and response to the originator of the document.

7.3.5.1 A document adjudicator will be identified by PEO(TAD) PMS422 and PHD NSWC for each deliverable requiring community review and comment. A copy of the list will be maintained by the SMDM for use in routing review comments.

7.3.5.2 Comments will be routed directly to the adjudicator, via the JCALS/IDMS system, if he/she is an approved user. When the adjudicator is not an approved user, comments will be routed apart from JCALS/IDMS by means such as e-mail.

7.3.5.3 Comments returned by one FDM cannot be viewed by another FDM. Only the designated adjudicator will be able to view all comments.

7.4 JCALS Drawing Library Function

The approved user will be able to access approved STANDARD Missile engineering drawings that reside in JEDMICS repositories via JCALS/IDMS. All drawings in JEDMICS are read-only and can be viewed or printed. Corrections or mark-ups to the drawings can be created as an overlay but the original document cannot be modified.

7.5 STANDARD Missile Document Library Function

7.5.1 Except for CDRL and CLIN deliverables, all documents will be submitted directly to a folder using the document library function and identified as Security Level 3 for use by the STANDARD Missile community. These folders, which are identified on the screen, will be read-only to prevent corruption of the files.

7.5.2 Approved users with the appropriate security rights will be able to view or use all documents in the library folders, including CDRL and CLIN deliverables, if they have the same software which created the document, or have an appropriate file reader. The approved user will also be able to copy the documents to their own location.

7.5.3 Documents submitted by JCALS/IDMS approved users become the property of the STANDARD Missile community.

7.5.4 The approved user will identify in the “Description Box” each file submitted to the document library using the following naming convention. The following example and sub-paragraphs explain each of the sections in the naming convention and how they should be labeled. Each section must be filled in but not all spaces need to be used.

__IDMS BOP-MD57164.A-__1/1-_.4MB-_WORD 6.0

7.5.4.1 The first set of up to ten characters is used to designate the document type.

__IDMS BOP-_____._-_____-_____-_____

IDMS BOP, ILSP, APBS DWG are all document types

7.5.4.2 The second set of up to nine characters designates the document number with its revision level following the period (.). Use only an underscore (_) to indicate ‘no revision’.

_____-MD57164.A-_____-_____-_____

7.5.4.3 The third set of up to five characters indicates the sequence number and the total number of files that make up the submittal, e.g., 1/1, 1/3, 2/3, etc.

_____-_____-__1/1-_____-_____

7.5.4.4 The fourth set of up to five characters indicates the approximate file size, e.g., 495KB, .5MB, etc.

_____-_____-_____-_.5MB-_____

7.5.4.5 The final set of up to 9 characters indicates the software used and version, e.g., WORD 6.0, PPT 4.0. EXEL 5.0, etc.

_____-_____-_____-_____-_WORD 6.0

7.5.5 Each document in the STANDARD Missile Document Library will be time marked, which means that STANDARD Missile community must access this document during a defined period of time or the JCALS/IDMS Program Manager will store the document, following an archive process defined in Section 8.

7.5.6 Only the STANDARD Missile JCALS/IDMS Program Manager can purge documents submitted to the STANDARD Missile Document Library. For example, if a user accidentally submits a document, he/she may request the STANDARD Missile JCALS/IDMS Program Manager remove it from the system.

7.5.6.1 A request to purge a document from JCALS/IDMS must be sent to the STANDARD Missile JCALS/IDMS Program Manager. If the request is from the originator of the document, the purge will be implemented immediately. Purge requests from other than the originator will only be implemented upon notification and concurrence from the specific document’s originator. The notification will state the request to purge, and specify that no response within thirty days will be considered concurrence. The document will then be removed from the system.

7.5.7 An approved user wishing to notify other approved users of a new document, available in the Document Library, will need to notify them apart from JCALS/IDMS.

7.5.8 An approved user will be able to store and mark-up preliminary engineering drawings which reside in the STANDARD Missile Document Library. Revision control is the responsibility of the approved users of these drawings.

7.5.9 All documents submitted to the Document Library are screened for virus infection automatically as part of that procedure. If a virus is detected, the submit process will terminate and a notification provided that a virus was detected. The document will need to be cleaned of the virus before re-submittal. The Department of Defense (DoD) has virus protection software available at no or low cost to the user. PC users should use virus protection software not only to protect the Document Library but to protect their own PC and files. PHD NSWC can recommend good virus protection software and will notify JCALS/IDMS approved

users via the Web Page (http://log04.nswses.navy.mil/sm) when new software updates are available.

8. ARCHIVING DOCUMENTS

8.1 Documents will be stored in the Document Library until they have been without a hit for three years. At that time the document will be placed in an on-line archive folder, in native format. All documents will retain their original security level throughout the archiving procedures, and will be accessible/retrievable only to those approved users who possess the appropriate authorization rights.

8.2 Any approved user who wants access to archived data in an on-line archive folder will be able to go in and access the file, in native format. The archive folder will be read-only but the approved user will be able to view, print, and copy as necessary. The file will remain in the archive folder and will not be automatically returned to its active location. Periodic review of the hits on files in the archive folders will determine which files should be returned to their original locations and begin the process again. After a file in the archive folder(s) has been without a hit for three years, the file will be removed and placed in an off-line storage location. An index of document names and descriptions will be maintained for reference.

8.3 A list of documents to be placed in off-line storage will be provided to PHD NSWC Missile Systems JCALS/IDMS Program Manager before being removed and stored.

8.4 Off-line file requests will be made through the FDM at the requester’s location. The FDM will then request the JCALS/IDMS Program Manager implement placing the file back in an on-line archive folder so that the user may access it in native or PDF format. The file will begin the three-year process again.

9. NEW ACCOUNTS, Installation, Security and System Backup of Data

9.1 New User Account Request Process

9.1.1 Individuals using JCALS/IDMS are required to have an authorized account and user name. Since there are documents in the system considered to be business sensitive, all

approved users are assigned authorization rights based on document distribution lists and other criteria to be determined. JCALS/IDMS requires each approved user to use the same user name and user password throughout the system.

9.1.2 Opening a new user account consists of the following process (See Figure 4.).

9.1.2.1 Obtain a new user “JCALS/IDMS Account and Access Request Form” from any of the contacts listed in Section 13 or from the WEB PAGE (http://log04.nswses.navy.mil/sm).

9.1.2.2 Send the completed “Request form” to the STANDARD Missile JCALS/IDMS Program Manager who will, with concurrence from PEO(TAD) PMS422, approve the user for installation and assign a user security level. The original signed “Request Form” will be filed in PHD NSWC Code 4R10 and a copy forwarded to PHD NSWC Code 5B10 for addition to the approved user list.

9.1.2.3 A PHD NSWC Code 5B10 representative will establish the new user account in the User Account database.

9.1.2.4 A PHD NSWC Code 5B10 representative will personally contact the new approved user to obtain necessary hardware and software information to complete the “Request Form”, schedule a time and date to install the required JCALS/IDMS software, and provide information on training opportunities. The representative will require directions to site, a Fax number to the Security Office for clearance (if required), a Point of Contact at the Security Office, and other notes.

9.1.2.5 The Code 5B10 copy of the “Request Form” will be maintained at their location.

9.1.3 Requests for access to JCALS/IDMS from a new activity will be processed through the Missile Systems JCALS/IDMS Program Manager. Final approval for installing JCALS/IDMS at new activities will be provided by PEO(TAD) PMS422-23.

NEW USER REQUEST PROCESS

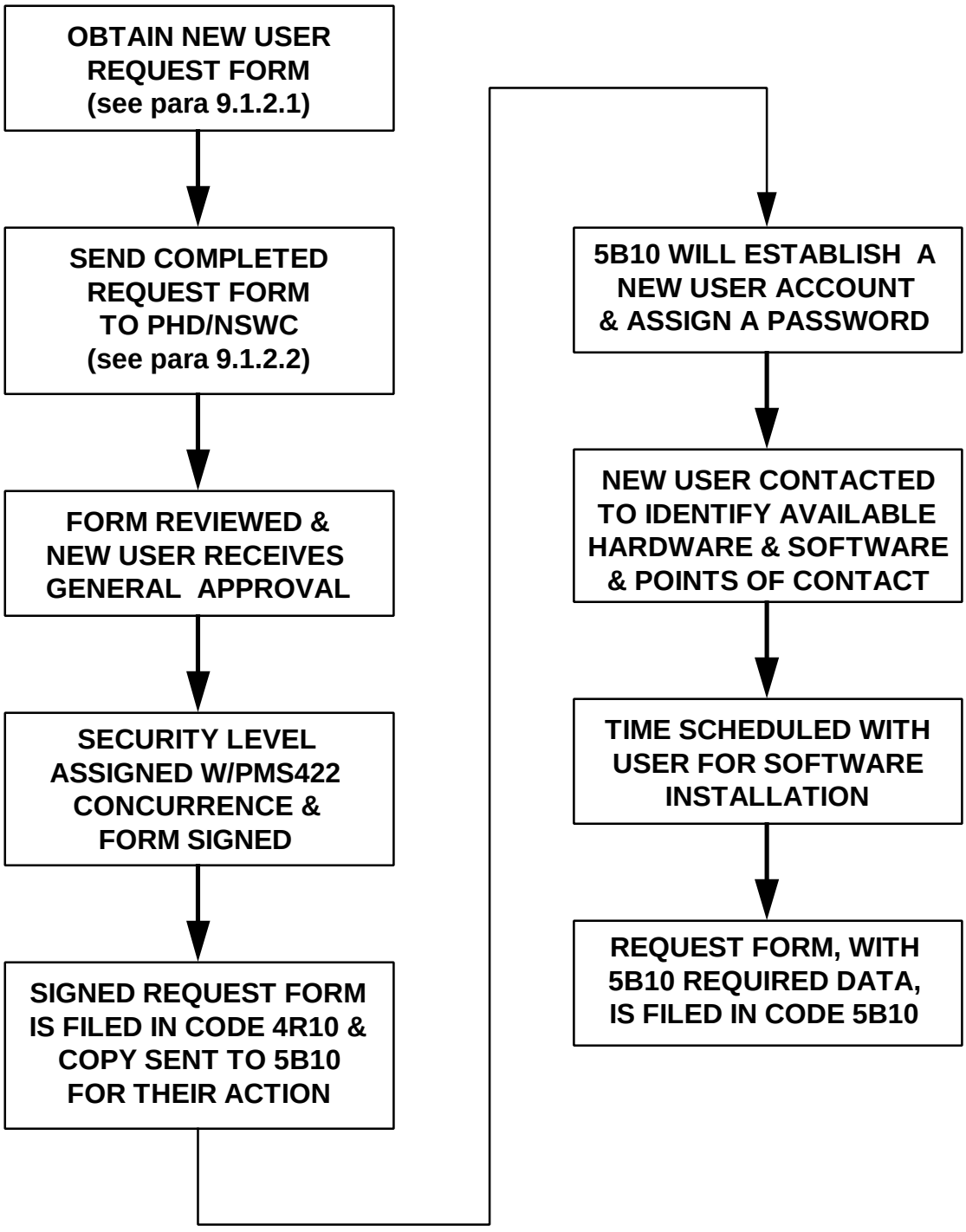

Figure 4.

9.2 Initial Installations/Software Change Control

9.2.1 The New User and a Facility Network Point of Contact must be available to give the PHD NSWC Code 5B10 installer access to the designated PC.

9.2.2 The PHD NSWC Code 5B10 installer will require approximately three hours to complete the software installation.

9.2.3 During the last hour of installation the new user is required to be present. This is to verify that all user functions and setups are in normal working order, as well as all subsystems. He/she will verify that the user name and password are correct and working properly. The installer will also walk the new user through a log-in process to make sure connectivity can be accomplished. A final check of the PC will be made to confirm that the user’s PC software and hardware remains in working order and that no other systems have been disabled or disconnected.

9.2.4 STANDARD Missile JCALS/IDMS System Software Version 1.0 is the software baseline for stand-up. Updates to the software will be released as directed by the STANDARD Missile JCALS/IDMS Program Manager.

9.2.5 When released, updates to individual PCs will be accomplished when a user logs on to the system. He/she will be given the option to download the new software at the current log-on or wait for a later time. For users on a local network, software updates will be sent to the network manager on a CD ROM for updating their system.

9.3 Security

9.3.1 For stand-up, user security levels will be implemented as follows:

(a) Level 1 - SMMGR Administrator (C. Bursett) and PEO(TAD) PMS422 FDM (W. Moreland) only

(b) Level 2 - All other Government and PEO(TAD) authorized users

(c) Level 3 - All Contractor and Contractor support personnel

9.3.1.1 W. Moreland will act as the control point for receipt (via JCALS/IDMS) of all Level 1 CDRL deliverables

from the SMMGR. He will be responsible for making further distribution (outside JCALS/IDMS) of these CDRLs only.

9.3.1.2 All users are cleared to a particular security level (as identified on and signature controlled by each individual user request form) and will be able to view only those documents with a similar or higher security level, i.e., a user cleared to Level 2 can view documents tagged as Level 2 or 3 only.

9.3.2 For stand-up, CDRL/CLIN security levels will be implemented as follows:

(a) Level 1 - All Cost Data CDRLs

(b) Level 2 - CDRLs/CLINs requiring delivery to Government and PMS422 identified Contractors.

(c) Level 3 - CDRLs/CLINs requiring delivery to other Contractors

9.3.3 Security measures (levels) for viewing and using JCALS/IDMS data will be enforced throughout the system.

9.3.3.1 For the interim, deliverables submitted by a Contractor will have the security level assigned as part of the Document Submit Function and verified by the SMMGR.

9.3.3.2 Documents submitted by PEO(TAD), including contract modifications, TIs, or other documents to be determined will have security levels set by the SMDM as approved by PEO(TAD).

9.3.3.3 If a user’s security level is not appropriate for the level of document he/she is trying to view, a message will appear informing the user that he/she does not have authority to view the document.

9.3.3.4 If a user feels that their security level is not adequate for the documents he/she needs to view, he/she may appeal his security level. Appeals should be addressed through the Missile Systems JCALS/IDMS Program Manager.

9.3.3.5 Deliverable distribution notices will only be sent (via JCALS/IDMS) to those activities listed in Block 14 (distribution list) of the CDRL (form DD 1423). Distribution notices for CLIN deliverables will be sent to those identified in the applicable contract. All authorized users, with the appropriate security level, will be able to access these CDRLs/CLINs via JCALS/IDMS. For stand-up, only

the SMMGR and the PMS422 FDM W. Moreland will be cleared to Security Level 1. Requests for distribution to other activities not listed in the CDRL will be made through the PEO(TAD) PMS422 contract authority.

9.3.3.6 FDMs will have the appropriate security level to view and use deliverables routed by JCALS/IDMS Workflow.

9.3.4 PHD NSWC Code 5B10 will maintain a record of all successful and unsuccessful log-on attempts. Reports will be provided as requested.

9.4 System Backup

System backup will be accomplished by PHD NSWC Code 5B10 IAW MD 57168.

10. TRACKING DELIVERABLES

10.1 Hard copy JCALS/IDMS correspondence sent to PHD NSWC should be addressed to:

COMMANDER
NAVSURFWARCENDIV PORT HUENEME DIVISION
ATTN C BURSETT (CODE 4R10)
4363 MISSILE WAY
PORT HUENEME CA 93043-4307

10.2 The date a contract deliverable is electronically submitted to JCALS/IDMS will be recorded as the official receipt date. The post-mark date is the official receipt date for non-electronic deliverables mailed to JCALS/IDMS. The receipt date is recorded after the submittal is opened and verified to be complete (all referenced files/attachments are available). If a submitted file cannot be opened because of a problem with the file itself and not the JCALS/IDMS system, the submitter will be notified. The document will need to be re-submitted and a new receipt date recorded. Re-submittals required because of a JCALS/IDMS related problem will still record the original submittal date as the official receipt date. Conflicts regarding the date of receipt will be resolved by the JCALS/IDMS Program Manager.

11. Contract Deliverables Distribution

11.1 The average turn-around time for distributing deliverables via the JCALS/IDMS system is two to three working days from the date of receipt. The average turn-around time for distributing to activities not on JCALS/IDMS is four to five working days.

11.2 During the Beta Period, hard copy distribution of deliverables that are not available in electronic format will be made by the Contractor. One hard copy will be submitted to JCALS/IDMS (SMDM at PHD NSWC) for scanning into the system and must be identified IAW Section 7.2.9. A transition to electronic format for all remaining hard copy deliverables must proceed rapidly during the Beta Period.

12. ROLES AND RESPONSIBILITIES

12.1 Facility Data Manager (FDM)

12.1.1 Act as the JCALS/IDMS point of contact (POC) at his/her facility/organization for the receipt of STANDARD Missile contract required documentation deliverables (distribution as noted on the CDRL).

12.1.2 The FDM shall be responsible for disseminating all received deliverables, using their own CITIS or other desired means, to all individuals that require the data within their organization. It is recommended that each FDM and their management, at the earliest possible time, review the CDRL deliverables they are contracted to receive and identify the individuals within their organization that will require the data as general information and/or to review and comment.

12.1.3 For those deliverables that require comments to be returned, the FDM shall serve as the their activity POC for gathering comments, consolidating them into a single set of tagged notes on the original electronic workflow document and returning them via JCALS/IDMS to the SMDM on or before the noted due date.

12.2 STANDARD Missile Data Manager (SMDM)

12.2.1 Serve as the JCALS/IDMS control point for receipt of all STANDARD Missile deliverables contracted to be submitted to JCALS/IDMS.

12.2.2 Maintain a list of the FDMs and route Contractor deliverables, via JCALS/IDMS, to the FDM at the applicable facilities noted on the CDRL/contract distribution.

12.2.3 Serve as the JCALS/IDMS control point for the receipt of deliverable review comments from the FDMs and then routing all comments to the designated document adjudicator. For those FDMs/adjudicators on-line with the JCALS/IDMS system, deliverables and review comments will be routed electronically via JCALS/IDMS. For those FDMs/adjudicators not on-line with the JCALS/IDMS system, deliverables and review comments will be routed by some other electronic means such as E-mail or as a paper copy via U.S. Mail.

12.3 Document Adjudicator

Shall review and consolidate all comments received from the FDMs into a single set of comments to be forwarded to PEO(TAD) PMS422 for their review and approval or disapproval.

13. POINTS OF CONTACT

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